

10 MAR 1968

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 June 1968

Routed to EAS Personnel

LOGISTICS

11 March 1968

STAT

OPERATION CLEANUP 1968

1. Because of the success of last year's effort, the General Services Administration has notified heads of Federal agencies that similar "Operation Cleanup" campaigns shall be conducted on an annual basis in the Washington, D.C. area. This year's campaign will be directed only to the cleanup of excess office equipment, supplies, and furniture: the review and disposal of records is not included.

2. The Logistics Services Division, Office of Logistics, will conduct the Agency campaign during the next few weeks. It will furnish detailed instructions and schedules for pickup of excess material to Agency components. The Logistics or Support Officers in the components are to be campaign keymen. They will guide and assist the offices and report the results.

3. The overall results of this campaign will be reported to me by the Director of Logistics no later than 15 May 1968.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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